



**APPLICATION FOR TEMPORARY OFF-SITE SALE  
OR DISPLAY EVENT**

**INSTRUCTIONS**

This application is for the following:

1. Motor vehicle dealers who wish to conduct or participate in a motor vehicle sale or display event conducted in this state at a location other than a dealer's licensed place of business; and/or
2. Manufacturers that wish to participate in display events.

The application must be completed and signed by an authorized representative of the dealership or manufacturer. **Material misstatements in the application may be grounds for a citation against the dealership or manufacturer.**

The application must be filed with the Motor Vehicle Commission as follows:

1. At least five (5) working days prior to the next regularly scheduled meeting of the Commission before the requested permit period for display applications; and/or
2. Forty-five (45) days before the event for sale applications.

Commission meetings are on the second Friday of each month.

The appropriate fee must also accompany the application. The temporary display fee is \$25 per participating dealer or manufacturer. The temporary sale fee is \$500 per participating dealer.

Salespersons participating in off-site sale events must be properly licensed through the Motor Vehicle Commission and have valid salesperson licenses in their possession at the off-site sale event. Salesperson licenses may be obtained from the Motor Vehicle Commission for a fee of \$20 each.

The Commission regulations at 605 KAR 1:060 contain the requirements and restrictions regarding off-site sales or displays.



Kentucky Transportation Cabinet  
**Motor Vehicle Commission**  
**APPLICATION FOR TEMPORARY OFF-SITE SALE**  
**OR DISPLAY EVENT**

TC 98-03  
08/2010  
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**(See instructions and attach additional sheets if necessary.)**

The application must be completed and signed by an authorized representative of the dealership or manufacturer. **Material misstatements in the application may be grounds for a citation against the dealership or manufacturer.**

1. Name and address of dealership or manufacturer seeking to conduct or participate in a motor vehicle sale or display event to be held at a location in this state other than the licensed place of business.

Dealership's or Manufacturer's Phone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_

2. Give location/address of the proposed motor vehicle sale or display event.

2a. Does the licensed business have an agreement or permission to use the real property at the sale or display location? Yes \_\_\_\_\_ No \_\_\_\_\_ (Please provide a copy.)

2b. Has the business conducted or participated in a sale or display at this location or jurisdiction within the last year? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the applicable dates. \_\_\_\_\_

3. Is proposed event a sale (one at which a motor vehicle can be purchased, transferred or test driven) or display (no sales personnel may be present)? Sale \_\_\_\_\_ Attach payment of \$500 per participating business. Display \_\_\_\_\_ Attach payment of \$25 per participating business. Make check, money order or cashier's check payment to "Kentucky State Treasurer."

4. List the beginning and ending dates (including set up and take down) of proposed motor vehicle sale or display event. (Sale event – no more than a total of five successive days. Display event – no more than a total of sixty days)

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

5. Attach copy of ordinance or other enactment adopted by city, county, urban county, or consolidated local government within whose jurisdiction proposed sale or display event is to occur. This will show specific authority for temporary motor vehicle sale or display events at a location other than a dealer's licensed place of business.

6. Attach copy of local zoning or other applicable permit necessary for proposed location of off-site sale or display event.

7. Will dealership name or manufacturer name, licensed place of business address and phone number: (a) be placed on or near displayed vehicles for display event or (b) be placed on a sign visible from street for sale event? Yes \_\_\_\_\_ No \_\_\_\_\_

**SALE EVENTS ONLY – FOR DEALERS ONLY**

8. Are you a franchised dealer who will be offering new vehicles at the sale? Yes \_\_\_\_\_ No \_\_\_\_\_. If "yes," (a) is the proposed sale event within 5 linear miles (as-the-crow-flies) of another franchised new motor vehicle dealer offering the same make of vehicles as will be offered at the sale? Yes \_\_\_\_\_ No \_\_\_\_\_ and (b) has the applicable franchisor approved or consented to the temporary sale event? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Will proposed sale event include representative sampling of inventory of each dealer participating in the event, and will all vehicles be registered in the name of participating dealer at commencement of event? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Will sale event be advertised as being temporary in nature? Yes \_\_\_\_\_ No \_\_\_\_\_

11. Identify all salespersons who will participate in proposed sale event.

\_\_\_\_\_

\_\_\_\_\_  
Signature of Dealer or Manufacturer Representative

Date: \_\_\_\_\_

Commission Approval:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_